



**City of Annapolis**  
**Office of Human Resources**  
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## **Position Vacancy Announcement**

Position	Emergency Management Grants Specialist	Opening date	March 3, 2021
Department	Office of Emergency Management	Closing date	Open until filled
Salary range	\$42,565 - \$71,754 (A08)		

### **JOB SUMMARY**

Essential position that coordinates grants administered by the Office of Emergency Management, supports office operations, participates in incident management activities, provides assistance to every mission area within emergency management to include Planning, Response, Training and Exercise and Outreach, and does related work as required.

### **ESSENTIAL JOB FUNCTIONS**

- Conducts and coordinates grants administrative duties with points of contact within the City of Annapolis and at all levels of government and the private sector;
- Activates and supports Emergency Operations Center (EOC) during activations. EOC activations can occur at any hour without notice;
- Implement and manage components of the Emergency Operations Plan;
- Serves as the 24/7 on call On-Call Emergency Manager on a rotating schedule that will include nights, weekends and holidays;
- Assists as a call taker in the Call Center during emergencies;
- Functions under essential personnel provisions and must be able to report to the EOC within 45-60 minutes;
- Supports office operations;
- Monitors and orders supplies and inventory;
- Performs clerical work such as scheduling and bi-weekly payroll;
- Supports every area of the Office of Emergency Management mission: planning, response, training and exercise, outreach, and grants management;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience**

Associate's degree or 60 college credits in Emergency Management or related field from a college or university of recognized standing and three years of administrative support level experience to provide the necessary knowledge, skills and abilities that are required or an equivalent combination of education and experience; Possession of Certified Emergency Manager (CEM) designation preferred.

**Special Qualifications:**

Possession of a valid Driver's License.

Consent to chemical substance screening consistent with mandated Federal, State and City guidelines and programs to include drug and alcohol testing.

**Knowledge, Skills and Abilities:**

- Knowledge of emergency management principles, practices, methods, techniques, and equipment.
- Knowledge of emergency mitigation, preparedness, response and recovery.
- Working knowledge of social media platforms.
- Knowledge of emergency management systems and software.
- Knowledge of federal and state grant guidance, rules, regulations, and administration.
- Knowledge of emergency management principles, practices, methods, techniques.
- Knowledge of the core principles of mitigation, preparedness, response, and recovery.
- Knowledge of emergency management organizations and administration, related laws, protocols, laws, rules and regulations.
- Ability to use good judgment, tact and courtesy.
- Possesses careful attention to detail and focuses on precision and accuracy in accomplishing tasks.
- Demonstrated practice and ability of skilled, experienced, and persuasive writing.
- Ability to expediently process a workload that includes several complicated administrative tasks that update frequently.
- Ability to provide administrative support of homeland security grants using multiple online management systems and to maintain compliance with the policies and procedures of the City of Annapolis, State of Maryland, and various federal authorities.
- Ability to apply emergency management principles, practices, methods and techniques.
- Ability to establish and maintain effective working relationships with superiors, subordinates, colleagues and the general public and to communicate effectively orally and in writing.
- Ability to operate small office equipment, including copy machines or multi-line telephone systems.
- Ability to operate computers for data entry, word processing and/or accounting purposes. Knowledge of databases such as Microsoft Access is a plus.
- Ability to act as a representative of the City of Annapolis and the Office of Emergency Management at various committees, meetings and events.
- Ability to complete the following trainings within 1 year of hire: Professional Development Series (PDS); ICS 100, 200, 300 and 400; NIMS 700 and 800.

**PHYSICAL/MENTAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Balancing ability: sufficient to maintain body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Crouching ability: sufficient to bend the body downward and forward by bending leg and spine.

- Dexterity ability: sufficient to perceive attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Handling ability: sufficient to pick, hold, or otherwise work, primarily with the whole hand
- Hearing ability: sufficient to perceive the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling ability: sufficient to bend legs at knee to come to a rest on knee or knees.
- Lifting ability: sufficient to raise objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: sufficient to make rational decisions through sound logic and deductive processes.
- Pulling ability: sufficient to use upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing ability: sufficient to use upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching ability: sufficient to extend hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking ability: sufficient to express or exchange ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing ability: Particularly for sustained periods of time.
- Visual ability: sufficient to operate a fire vehicle by both day and night, to observe emergency scene actions taking place, observe traffic in the vicinity of an emergency scene, to observe fire code violations, to read and write reports, correspondence, etc.
- Walking ability: sufficient to move about on foot to accomplish tasks, particularly for long distances or move from one work site to another.

### **WORKING CONDITIONS**

Work is typically performed in a safe and secure work environment that may periodically have unpredicted requirements or demands. Deployment in emergency, disaster or crisis and may require personnel to operate in situations that present multiple hazards.

### **APPLICATION PROCESS**

Candidates must complete a City of Annapolis application form. The application is on-line at [www.annapolis.gov](http://www.annapolis.gov) and must be filed by the closing date.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation, gender identity, or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.